

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



November 18, 1998

ALL-COUNTY LETTER NO. 98-90

TO: ALL COUNTY WELFARE DIRECTORS
ALL WELFARE-TO-WORK COORDINATORS
ALL CalWORKs ELIGIBILITY MANAGERS

SUBJECT: THE FEDERAL WELFARE-TO-WORK
(WtW) GRANT PROGRAM

REASON FOR THIS TRANSMITTAL

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | State Law Change |
| <input checked="" type="checkbox"/> | Federal Law or Regulation
Change |
| <input type="checkbox"/> | Court Order or Settlement
Agreement |
| <input type="checkbox"/> | Clarification Requested by One or
More Counties |
| <input type="checkbox"/> | Initiated by CDSS |

REFERENCE: ACIN-I-14-98 (dated March 4, 1998); COUNTY FISCAL LETTERs NO. 98/99-01, 98/99-18, 98/99-19 AND 98/99-31; H.R. 2015 (Public Law 105-33, 1997); H.R. 3130 (Public Law 105-200, 1998); THE U.S. DEPARTMENT OF LABOR INTERIM FINAL RULE, TITLE 20 CODE OF FEDERAL REGULATIONS PART 645 (dated November 18, 1997); ASSEMBLY BILL (AB) 1542 (Chapter 270, Statutes of 1997); AB 382 (Chapter 6, Statutes of 1998)

The purpose of this letter is to transmit information and operational guidelines to the county welfare departments (CWDs) regarding the implementation of the U.S. Department of Labor (DOL) WtW Grant Program in California. The information provided, as Attachments I, II and III, includes the CWDs' roles and responsibilities in referring California Work Opportunity and Responsibility to Kids (CalWORKs) recipients to the WtW Grant Program. They also provide the eligibility criteria and allowable activities for the WtW Grant Program, certification requirements for current recipients and those who have received aid for 30 months or more, how to obtain the "30 months on aid" reports and information about WtW Grant reporting requirements. We are also transmitting: the telephone numbers of the Private Industry Councils (PICs); the names of the single points of contact for the Regional Collaboratives established by the CalWORKs legislation; names of the 25 percent competitive WtW Grant awards to California; the Governor's 15 percent WtW Grant special projects, as well as the PICs' WtW Grant allocations and the single points of contact for CDSS' Non-Custodial Parent Employment and Training Demonstration Project. This information is provided in Attachments IV through IX, respectively.

As you know, the Balanced Budget Act of 1997 (Act) amended the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 to include, as part of the Temporary Assistance to Needy Families (TANF) Block Grant, the WtW Grant Program. The Act authorized DOL, as the federal administrative agent, to provide WtW Grants to states and local

communities to create additional job opportunities for individuals who are the hardest-to-employ. All individuals served under the WtW Grant Program must be linked to receiving benefits from the TANF Program, which is known as CalWORKs in California. Of the \$3 billion that is being awarded by DOL nationwide, California will receive a total of about \$364 million in formula WtW Grant funds for Federal Fiscal Years (FFYs) 1998 and 1999. A more in-depth overview of the WtW Grant Program is provided in Attachment I.

CDSS understands that there has been some confusion distinguishing between DOL's WtW Grant Program and California's CalWORKs Welfare-to-Work Program, which replaced the Greater Avenues for Independence (GAIN) Program. To help differentiate between these two programs, CDSS has and will continue to use the term "WtW Grant" when referring to the program administered by DOL. We encourage other WtW Grant partners to do the same in order to alleviate this confusion between the two programs.

As part of the necessary steps toward the implementation of the WtW Grant Program in California, the State's formula WtW Grant Plan was approved by DOL on June 30, 1998. Subsequently, EDD has received California's WtW Grant allocation of \$190 million for FFY 1998 and has completed distributing the funds to the local PICs. To draw down the formula WtW Grant funds, California must match \$1 for every \$2 used of the WtW Grant dollars. The State Budget for Fiscal Year 1998/99 augmented CDSS' budget by \$10.2 million. These funds count towards the state match for the FFY 1998 formula WtW Grant funds. Of the \$10.2 million, \$9.2 million has been distributed to CWDs to be used to complement the WtW Grant Program. The other \$1 million has been distributed to the CWD fiscal agents for the six Regional Collaboratives, in compliance with the Regional Work Force Preparation and Economic Development Act of 1997, which was established by AB 1542. The \$1 million provided to the Regional Collaboratives must also be used to complement the WtW Grant Program. Expenditure of the matching funds is subject to audit by EDD and DOL.

With the availability of the WtW Grant and the state WtW Grant matching funds, CWDs must coordinate efforts with WtW Grant partners to ensure non-duplication of services for WtW Grant eligible CalWORKs recipients. Essential to the success of the WtW Grant Program will be the links developed locally for identifying and referring CalWORKs recipients. In accordance with AB 382 (Chapter 6, Statutes of 1998), a brief addendum to each county CalWORKs plan needs to be submitted to CDSS to describe the coordination efforts between the CWD and local WtW Grant partners. This addendum is due to CDSS as soon as possible, but should be submitted no later than 90 days from the date of this letter. If your county plan already contains this information, please provide a brief letter stating where we can locate this information in your county's CalWORKs Plan. Please mail or fax your letter or addendum to: CDSS, CalWORKs Regional Advisors, 744 P Street MS 14-44, Sacramento, California 95814. The fax number is (916) 654-1295.

Additionally, H.R. 1385 (Public Law 105-22), which established the Workforce Investment Act (WIA) of 1998, may affect the administration of the WtW Grant Program. CDSS is reviewing the provisions of this law and will provide updates to CWDs as necessary. An All County Information Notice providing a general overview of WIA will be forthcoming. All guidelines provided in this letter and the attachments regarding the WTW Grant Program are to be followed until further notice.

If you have any questions regarding this letter, please contact Pat Loader, Project Analyst, Employment Bureau, at (916) 654-1770.

Sincerely,

Original document signed by

BRUCE WAGSTAFF on 11/18/98

Deputy Director

Welfare to Work Division

Attachments

ATTACHMENTS

	Page
I. WELFARE-TO-WORK GRANT PROGRAM GUIDELINES:	1
<ul style="list-style-type: none">• OVERVIEW• CWD WtW GRANT PROGRAM RESPONSIBILITIES• EXPENDITURE OF WtW FUNDS AND STATE MATCH• MISCELLANEOUS PROVISIONS	
II. WtW GRANT PROGRAM ELIGIBILITY CRITERIA	8
III. ALLOWABLE WtW GRANT PROGRAM ACTIVITIES	11
IV. PRIVATE INDUSTRY COUNCILS' TELEPHONE NUMBERS	12
V. REGIONAL COLLABORATIVES	13
VI. DOL 25 PERCENT COMPETITIVE WtW GRANT AWARDS TO CALIFORNIA	14
VII. GOVERNOR'S 15 PERCENT WtW GRANT SPECIAL PROJECT AWARDS	16
VIII. PRIVATE INDUSTRY COUNCILS' ALLOCATIONS FOR THE FORMULA WtW GRANT PROGRAM FOR FFY 1998	17
IX. CWDs PARTICIPATING IN THE CDSS NCP EMPLOYMENT AND TRAINING DEMONSTRATION PROJECT	18

WELFARE-TO-WORK GRANT PROGRAM GUIDELINES

OVERVIEW

The passage of the Balanced Budget Act of 1997, H.R. 2015 (Public Law 105-33) amended the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, H.R. 3734 (Public Law 104-193), establishing the Welfare-to-Work (WtW) Grant Program as part of the Temporary Assistance to Needy Families (TANF) Block Grant. On March 4, 1998, the Governor signed Assembly Bill (AB) 382 (Chapter 6, Statutes of 1998) authorizing the implementation of the WtW Grant Program in California. AB 382 includes requirements for the allocation and expenditure of the federal dollars, as well as any state WtW Grant matching funds. The bill also requires the county welfare departments (CWDs) to provide an addendum to counties' California Work Opportunity and Responsibility to Kids (CalWORKs) plans describing what the CWD has done to coordinate WtW Grant activities provided by the State's WtW Grant matching funds with the WtW Grant Program activities.

The WtW Grant Program is designed to provide additional dollars to complement the TANF Program. The U.S. Department of Labor (DOL) is the designated federal administrative agent for the WtW Grant Program. Due to the linkage of the WtW Grant Program to TANF, DOL is working in collaboration with the U.S. Department of Health and Human Services (DHHS) in the development of regulations, data collection and interpretations of the law. The WtW Grant Program's focus is to assist in moving the hardest-to-employ individuals into unsubsidized employment and self-sufficiency.

A grant totaling \$3 billion has been added to the TANF Block Grant and is being distributed nationally over the next two federal fiscal years (FFYs) for the WtW Grant Program. Of the \$3 billion, 75 percent has been allocated to states based on a formula. Twenty-five (25) percent of the funds is being awarded by DOL as competitive grants directly to local governments, Private Industry Councils (PICs) and other community/faith-based organizations. The Employment Development Department (EDD) has been designated by the Governor to be the state administrative agent for the formula WtW Grant funds in California. Locally, the formula funds will be administered by the PICs in collaboration with CWDs and other welfare reform partners.

California's share of the formula WtW Grant funds for FFY 1998 is \$190 million and \$174 million for FFY 1999, an overall total of \$364 million. Of these funds at least 85 percent must be distributed to the PICs. The Governor has exercised his option to retain fifteen (15) percent of the state's formula WtW Grant to fund special projects serving WtW Grant eligible individuals. For FFY 1998, the Governor has awarded \$23 million from the \$190 million to 24 various projects statewide. Additionally, about \$36 million has been awarded by DOL to California for other WtW Grant projects through the 25 percent competitive WtW Grant funds.

California must expend \$95.2 million by June 30, 2001 for FFY 1998 and an additional \$86.5 million by June 30, 2002 for FFY 1999 as the state's WtW Grant match for the formula WtW Grant Program. A little over \$10.2 million was provided in the State Budget for Fiscal Year (FY) 1998/99 to be used as part of the required state matching funds for the WtW

Grant Program for FFY 1998. These dollars were distributed by CDSS to the CWDs in September 1998.

There are two specific eligibility categories for the use of all WtW Grant funds. Under the first category, no less than 70 percent of the funds must be used to serve individuals who are the hard-to-employ. A person who is a current CalWORKs recipient and who has received aid for at least 30 months or more may be eligible to receive services under the 70 percent criterion. Also non-custodial parents (NCPs) of a minor child may receive services under the 70 percent criterion as long as the minor child, or the custodial parent of the minor child, is a current recipient of CalWORKs benefits and has received aid for 30 months or more. In addition, a current CalWORKs recipient who will reach the federal lifetime limit on aid within 12 months or an individual who is no longer receiving CalWORKs benefits because of reaching his/her federal 60-month lifetime limit on aid may be served under this criterion. All individuals served under the 70 percent provision must also have specific barriers to employment (defined in Attachment II). In the second category, no more than 30 percent of the WtW Grant funds may be used to serve individuals who have characteristics of long-term welfare dependency. Under this category, an individual must be a current CalWORKs recipient, regardless of the time on aid or an individual who is no longer eligible for TANF benefits because of reaching his/her federal 60-month lifetime limit on aid. Additionally, NCPs of a minor child, whose custodial parent of the minor child is a current recipient of CalWORKs benefits, may be eligible for services under the 30 percent criterion. However, all individuals eligible under this criterion must also have specific attributes associated with long-term welfare dependency as defined in Attachment II.

The WtW Grant Program specifies eligibility criteria based on time limits (12 months from reaching federal lifetime limit on aid or no longer eligible for aid because of reaching the 60 months federal lifetime limit on aid). CWDs and WtW Grant partners need to understand that, unless the duration of the WtW Grant Program is extended, only a few CalWORKs recipients will qualify under the “12-month” or “60-month” eligibility criteria before the WtW Grant Program ends June 30, 2002. It is also crucial that the CWDs and WtW Grant Partners do not interpret the CalWORKs 18 and 24-month limits as a duration time limit. The CalWORKs 18 and 24-month limits are the period of time a recipient can receive CalWORKs benefits before being required to participate in work or community service activities.

CWD WtW GRANT PROGRAM RESPONSIBILITIES

Coordination

To meet the goals and ensure success of the WtW Grant Program, CWDs are required by state and federal law to develop linkages with local WtW Grant partners for the identification and referral of CalWORKs recipients to the WtW Grant Program. It is necessary for CWDs to coordinate with PICs, the 25 percent competitive WtW Grant Program projects, and the 15 percent WtW Grant special projects in each county to ensure workable systems are in place. It is

also important that a recipient's employment and supportive service needs are provided, but not duplicated, by the CWD or other WtW Grant partners. These linkages must include follow-up procedures necessary to allow CWDs to document the progress and outcomes of a CalWORKs recipient participating in a WtW Grant Program activity. These coordinating processes should allow for identification of how the WtW Grant activities and services complement the CalWORKs recipient's employment goals.

WtW Grant Program Eligibility Certification and Referral Requirements

Current Recipients: Upon request from WtW Grant partners, CWDs will certify if an individual, custodial parent (caretaker relative) of an NCP's minor child, or the NCP's minor child is a current recipient of CalWORKs benefits. To receive services under the WtW Grant Program, an individual, a minor child of a NCP or a custodial parent (caretaker relative) of the NCP's minor child, must be a current recipient of cash benefits under the CalWORKs Program. An applicant for aid is not a recipient and would not qualify for WtW Grant Program services.

CWDs may also provide other information obtained through an individual's CalWORKs assessment that would help in determining eligibility for the WtW Grant Program. CalWORKs assessments and welfare-to-work plans are to be used by the WtW Grant partners whenever appropriate. This is also defined in the DOL Interim Final rule Title 20 Code of Federal Regulations (CFR) Part 645.225 and Assembly Bill (AB) 382 (Chapter 6, Statutes of 1998).

As stated above, CWDs will provide to WtW Grant partners certification if a NCP's minor child or the custodial parent (caretaker relative), of the NCP's minor child, is a current recipient of aid. Additionally, CWDs and WtW Grant partners need to be aware that the WtW Grant eligibility criteria for NCPs are not the same as the eligibility criteria for CDSS' NCP Demonstration Project. In CDSS' NCP Demonstration Project, NCP eligibility is linked to the minor child receiving CalWORKs benefits. However, under the WtW Grant Program's 70 percent category for NCPs, the minor child must be a current CalWORKs recipient and have received aid for 30 months or more, or the custodial parent (caretaker relative, who is a current recipient) must have received aid for 30 months or more. Under the WtW Grant 30 percent category for NCPs, the custodial parent (caretaker relative) of the NCP's minor child must be a current recipient of CalWORKs benefits.

In serving NCPs, CWDs and WtW Grant partners are encouraged to establish links with the seven CWDs that are participating in CDSS' NCP Employment and Training Demonstration Project. (A list of the various counties and single points of contact is provided in Attachment IX.)

We believe sharing experiences and problems unique to NCPs will help in serving this clientele. Presently, several counties throughout the state are participating in NCP Demonstration Projects. Additionally, communication with the District Attorney's Office of Child Support may be necessary in identifying WtW Grant eligible NCPs. Custodial parents (caretaker relatives) may not be willing to provide information about a NCP because of spousal/child abuse, drug use or other sensitive issues. If you have any questions regarding child support as it relates to NCPs, call Sandra Poole, Child Support Management Bureau, at (916) 654-1207 or Ed Flores at (916) 654-1214. If you have any questions about CDSS' NCP

Demonstration Projects, please contact Kris Howard, Demonstration Projects Bureau, at (916) 654-1419. Attachment II provides more in-depth information about NCP eligibility for the WtW Grant Program.

30 Months on Aid: CWDs will also certify for WtW Grant partners if a current recipient has received CalWORKs benefits for 30 months or more (consecutive or not). For WtW Grant eligible NCPs, CWDs will also certify if the custodial parent (caretaker relative) or the minor child has received CalWORKs benefits for 30 months or more.

To provide a means for CWDs to make this certification, CDSS will send CWDs a list of adults and a list of minor children who have received aid for 30 months or more. CDSS will obtain this information from the California Department of Health Services' Medi-Cal Eligibility Determination System (MEDS). The first set of adult and minor children reports is available now. The formats to receive this data are by electronic media. The electronic methods available are IBM formatted diskettes or IBM tape cartridges in ASCII format. Requests for these reports need to be sent to CDSS as soon as possible. The request must include a contact person, a full mailing address, the requested format, and a telephone number. You may fax your request to (916) 653-4880 or mail it to:

California Department of Social Services
Attention: Tom Burke, Chief
Data Analysis and Publications Branch
744 P Street MS 12-84
Sacramento, California 95814

Initially, the "30 months on aid" reports can be obtained quarterly from the MEDS list. After initial implementation of this process, CDSS will reevaluate whether this is the most efficient means to retrieve the data. If you have any questions regarding these reports, please call Paul Smilanick, Data Analysis and Publications Branch, at (916) 657-1789.

Referrals: CWDs will refer to the WtW Grant Program CalWORKs recipients who are eligible to participate in the program whenever appropriate. CWDs must establish referral and coordination processes with the local WtW Grant partners to ensure that only CalWORKs recipients who meet the WtW Grant eligibility criteria will be referred to the WtW Grant Program. The eligibility criteria are documented in Attachment II.

Individuals Who Are Within 12 Months of TANF Lifetime Limit on Aid: CDSS does not believe many, if any, CalWORKs recipients will qualify under the "12 months" from reaching the TANF lifetime limit on aid criterion until the last few months of the WtW Grant Program. However, it is recommend that CWDs establish a system over the next four years to identify these recipients. This will ensure that CWDs are prepared in the event the WtW Grant Program is continued. Refer to Attachment II for all of the eligibility criteria for the WtW Grant Program.

Individuals Who Have Reached 60-month TANF Lifetime Limit on Aid: As stated earlier in this attachment, CDSS does not believe many individuals will qualify under this criterion during the WtW Grant funding period. However, for those individuals who do qualify, CWDs will certify if the individual would still be eligible for TANF benefits if he/she had not reached the federal 60-month lifetime limit on aid. Additionally, CWDs are encouraged to establish processes during the next three years to identify individuals who would meet this provision. In designing these processes, CWDs must remember that CalWORKs recipients, who received benefits during the period beginning December 1, 1996 through December 31, 1997, may reach their federal 60-month lifetime limit on aid, even though they may continue to receive state-only CalWORKs benefits for the remainder of the state 60-month lifetime limit on aid.

The TANF time limit requirements also apply to assistance provided to individuals receiving benefits under the WtW Grant Program. Any month in which cash assistance is received, as provided under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and Section 403(a)(5) of the Balanced Budget Act of 1997, will be counted toward the federal 60-month lifetime limit on aid. The proposed federal regulations for TANF, and the Balanced Budget Act of 1997, defines assistance as cash or cash equivalent support including child care, work subsidies, and allowances for meeting living expenses. The exception to this rule is for non-monetary services and one-time, short-term assistance (diversion). This proposed definition of “assistance” does not include benefits such as counseling, assessment, mentoring or employment services that do not involve an implicit or explicit income support. However, as indicated in TANF-Administration for Children and Families, Policy Announcement 98-2, dated May 4, 1998, certain transportation costs are considered assistance.

CDSS is pursuing a written interpretation of what is to be counted as cash assistance or cash equivalent from DHHS. When CDSS receives clarification, we will provide it to CWDs. Until then, CWDs and WtW Grant partners are to follow the explanation and definition provided in the previous paragraph for cash and cash-equivalent assistance.

EXPENDITURE OF WtW GRANT FUNDS AND STATE WtW GRANT MATCH

Coordination of WtW Grant Activities

AB 382 requires coordination of the state WtW Grant matching fund activities with activities provided by the formula WtW Grant funds. Coordination of all WtW Grant activities is essential to ensure success of the WtW Grant Program in California. Such an effort should also include the Governor’s 15 percent WtW Grant special projects and the DOL 25 percent competitive bid projects. CDSS believes such an effort will help limit duplication of services.

State WtW Grant Matching Funds

The state WtW Grant matching requirements apply only to the formula WtW Grant funds. Of the \$95.2 million state match needed to draw down the total \$190 million formula WtW Grant, \$10.2 million has been allocated to CDSS in the State Budget for FY 1998/99. Of the \$10.2 million, \$9,209,000 (\$9.2) million has been distributed to CWDs. One million dollars of

these funds has been distributed to the six Regional Collaboratives' CWD fiscal agents. The distribution of the \$1 million to the Regional Collaboratives is to comply with the Regional Work Force Preparation and Economic Development Act of 1997, which was established with the enactment of AB 1542 (Chapter 270, Statutes of 1997).

The methodology for distributing the \$9.2 million WtW Grant match to CWDs is the same as that used by EDD to distribute the 85 percent formula WtW Grant funds to the local PICs. CDSS provided the final CWD allocations in County Fiscal Letter (CFL) No. 98/99-31, dated September 17, 1998. If you have any questions regarding your county allocation, contact Julio Rodriguez, Contracts and Financial Analysis Bureau, at (916) 654-0701.

Expenditure of the State WtW Grant Match

The state WtW Grant matching funds are not held to the same spending criteria required of the federal WtW Grant Program dollars. The formula WtW Grant, distributed to PICs and the Governor's 15 percent WtW Grant special projects, and the 25 percent competitive WtW Grant dollars can only be spent based on the 70 and 30 percent criteria as provided in federal Interim Rule 20 CFR Part 645.212 and 213. These provisions are: no less than 70 percent of the federal WtW Grant funds must be spent to serve the hard-to-employ and no more than 30 percent of the funds can be used to serve individuals who have characteristics of long-term welfare dependency.

These spending limitations do not apply to the state's WtW Grant matching funds. CWDs may use the matching funds to serve individuals who meet the 30 percent criteria, or the 70 percent without regard to these spending limitations. The only restraint tied to the expenditure of the state WtW Grant matching funds is that CWDs must use the funds to serve WtW Grant eligible individuals and for only WtW Grant allowable activities as provided in federal Interim Rule 20 CFR Part 645.212, 213 and .220, respectively.

Claiming Information

CWDs will report expenditures of the state WtW Grant matching funds through CDSS' usual claiming process. Time study and claiming instructions for the WtW Grant matching funds were distributed to CWDs in CFLs 98/99-01, 98/99-18 and 98/99-19.

As stated previously, the state's WtW Grant match must be spent on WtW Grant allowable activities for WtW Grant eligible individuals. However, funds do not need to be spent simultaneously with the federal WtW Grant dollars. If you have any questions regarding claiming or time study issues, please call the Fiscal Policy Bureau at (916) 657-3440.

MISCELLANEOUS PROVISIONS

Participation Requirements

CWDs can count WtW Grant activities toward meeting a CalWORKs recipient's work requirements if appropriate. In order to count these activities, however, they must comply with the work and time limitation criteria specified in the Manual of Policies and Procedures (MPP) Section 42-711.4. Additionally, CWDs can count WtW Grant activities toward meeting their

CalWORKs participation rate requirements as provided in MPP Section 42-714. It needs to be clear that WtW Grant activities are not subject to the work and time limitations of CalWORKs. Because the WtW Grant is targeted to those who have substantial barriers to employment and are among the hardest-to-employ, the WtW Grant Program allows considerable flexibility in program design.

Moreover, it is important to understand that WtW Grant partners also have performance goals. These goals are defined in the state's WtW Grant Plan approved by DOL. It would be beneficial to CWDs and WtW Grant partners to coordinate activities and services provided to CalWORKs recipients. Such an effort will assist all partners in meeting their performance requirements and allow CalWORKs recipients in complying with work requirements and receive the services needed to achieve self-sufficiency.

Reporting Requirements

DOL has provided instructions and formats for financial reporting to EDD and PICs. On October 29, 1998, DHHS published Interim Final Rule, 45 CFR Part 276, for the collection of individual participation data for the WtW Grant Program. CDSS and EDD are presently reviewing these instructions and will provide CWDs and PICs with guidance in a separate letter in the next few weeks. You may access this document at: <http://wais.access.gpo.gov/cig-bin/multidb.cgi>.

One of the requirements specified in AB 382 is that EDD would provide a report to the State Legislature on the effectiveness of the WtW Grant Program in California annually beginning April 1, 1999. The report will include, but not be limited to, the number of participants receiving services, the types of interventions and services provided, the employment outcomes achieved, the kinds of service providers receiving WtW Grant funds, the amount of formula WtW Grant funds received by California and expended. Additionally, it must include the information about the status of the 15 percent WtW Grant special projects and any other DOL requested data.

CDSS will be working with EDD to determine the most effective method to capture the required WtW Grant individual participant data requested by DHHS in Interim Final Rule, 45 CFR Part 276. However, it is important that all CWDs document also the data requested by AB 382 for reporting at a later date. CDSS will be providing counties instructions regarding the data requested by DHHS in the next few weeks.

For your information, EDD has released several Information Bulletins over the past several months that apply to WtW Grant reporting requirements. The latest Bulletin is No. WB98-22, dated June 30, 1999, that provides a draft of the WtW Grant data collection information for the PICs and the 15 percent WtW Grant special projects. Though this Bulletin does not apply specifically to CWDs, it is important that CWDs know what information is being requested from the WtW Grant partners. You may obtain this information by accessing EDD's Web Page at: <http://www.edd.cahwnet.gov/wtowinbu.htm>.

WtW GRANT PROGRAM ELIGIBILITY CRITERIA

There are two categories of individuals who may be eligible to participate in the WtW Grant Program. They are: (1) those who are the hard-to-employ (70 percent criterion), and (2) those who have characteristics of long-term welfare dependency (30 percent criterion). Under these two categories, there are several additional requirements. All eligible individuals must be linked to the receipt of CalWORKs benefits. A person eligible for the WtW Grant Program must be either: a recipient of CalWORKs benefits or a former recipient of CalWORKs. For NCPs, the minor child, or the custodial parent of the NCP's minor child, must be a current recipient of CalWORKs benefits.

As specified in federal and state law, individuals who are fleeing to avoid prosecution or custody and confinement, after a conviction for a crime or an attempt to commit a crime, are not eligible to obtain services under CalWORKs. This also applies to individuals who are in violation of a condition of probation or parole imposed under both federal or state laws, but does not include individuals who have received a pardon for a crime. These provisions also apply to the WtW Grant Program.

The following provides the eligibility criteria for the WtW Grant Program. An individual must meet either Categories 1 or 2 to be eligible to participate in the WtW Grant Program.

CATEGORY 1--Hard-to-Employ (70 percent criterion):

An individual must be:

1. A current recipient of CalWORKs benefits, AND

- (a) Have at least **TWO** of the three following barriers to employment:
 - (i) Has not completed secondary school or obtained a certificate of general equivalency, **AND** has low skills in reading or mathematics (*reading **OR** math must be below the 8.9 grade level*); **AND/OR**
 - (ii) Requires substance abuse treatment for employment (*the substance abuse treatment must be necessary to retain and/or obtain employment*); **AND/OR**
 - (iii) Has a poor work history (*no more than three (3) months consecutive employment in the past 12 calendar months*); **AND**
- (b) Is a long-term recipient of public assistance (*must meet **ONE** of the two following criteria*) as follows:
 - (i) Has received CalWORKs/AFDC benefits for 30 months or more (*consecutive or not*); **OR**
 - (ii) Will become ineligible for TANF benefits within 12 months due to the federal imposed lifetime limit for receiving aid. It does include individuals who have been exempted from

the federal 60-month lifetime limit on aid due to hardship (refer to the CalWORKs Manual of Policies and Procedures Section 42-713) but would otherwise become ineligible for TANF within 12 months. *(This “12 months” provision does not apply to the CalWORKs’ 18 and 24-month aid limits. This is because the CalWORKs limits are not duration time limits on receipt of CalWORKs benefits, but rather limits on how long a recipient can receive CalWORKs assistance before being required to participate in work or community service activities.)*

2. **A NCP:**

- (a) Whose minor child is a current recipient of CalWORKs benefits *(it is not necessary that the NCP be a current CalWORKs recipient to receive services under the WtW Grant Program, only the minor child must be a current recipient under this criterion); AND*
- (b) Has barriers to employment as specified in Category 1, Section 1(a); **AND** whose minor child, or the custodial parent of the NCP’s minor child, has received CalWORKs benefits for 30 months or more *(consecutive or not; the receipt of AFDC benefits also counts toward the 30 months on aid); OR*
- (c) The minor child is within 12 months of becoming ineligible for CalWORKs benefits due to the federal 60-month lifetime limit on aid. *(CDSS believes this specific provision of the NCP criterion is an error in the law. Because an eligible minor child may receive CalWORKs benefits until he/she turns 18 years of age, the child does not lose his/her benefits because of the federal lifetime limit on aid, but because he/she has turned 18 years of age. CDSS is researching this provision and will provide an interpretation in a separate letter.)*

3. **No Longer Receiving CalWORKs Benefits Because:**

- (a) He/she has reached the 60-month federal lifetime limit on aid; **BUT**
 - (i) Would otherwise be eligible for CalWORKs benefits if he/she had not reached the federal lifetime limit on aid; **AND**
- (b) Have two of the three barriers to employment as specified in Category 1, Section 1(a) above.

NOTE: *(As provided earlier, there will be probably few CalWORKs recipients who will be eligible under this criterion before the WtW Grant Program ends in California. Even though TANF became law nationally on August 22, 1996, the duration lifetime limit for TANF did not begin in California, however, until December 1, 1996, the month following DHHS’ approval of the California TANF Plan. The duration lifetime limit for the CalWORKs Program began on January 1, 1998.)*

CATEGORY 2--Characteristics of Long-term Welfare Dependency (30 percent criterion):

An individual must be:

1. **A current recipient of CalWORKs benefits, who has characteristics of long-term welfare dependency, SUCH AS**
 - (a) Dropped out of school (*no high school diploma or its equivalent*); **OR**
 - (b) Had a teenage pregnancy (*an adult who had a child when he/she was a teenager*); **OR**
 - (c) Has a poor work history (*no more than three (3) months of consecutive employment during a 12 month period*); **AND**
 - (d) Has other characteristics designated in agreement between WtW Grant partners. (*It is important that CWDs and WtW Grant partners work together in establishing these additional characteristics.*)
2. **A NCP (of a minor child):**
 - (a) Who has characteristics of long-term welfare dependency as provided in Category 2, Section 1(a) through (d); **AND**
 - (b) The custodial parent (caretaker relative), of the NCP's minor child, is a current recipient of CalWORKs benefits.
3. **No Longer Receiving CalWORKs Benefits Because:**
 - (a) He/she has reached the federal 60-month lifetime limit on aid; **BUT**
 - (i) Would otherwise be eligible for CalWORKs benefits if he/she had not reached the federal 60-month lifetime limit on aid; **AND**
 - (b) Has characteristics associated with long-term welfare dependency as defined in Category 2, Section 1(a) through (d) above.

ALLOWABLE WtW GRANT PROGRAM ACTIVITIES

The following are the allowable WtW Grant Program work activities:

1. **Job Readiness.**
2. **Employment Activities:** Consists of any of the following paid activities:
 - (a) WtW community service programs;
 - (b) WtW work experience programs;
 - (c) Job creation through public or private sector employment wage subsidies; and
 - (d) On-the-job training.

CWDs need to be aware that unlike CalWORKs community services and work experience components, the WtW Grant Program's community services and work experience is "paid employment." Under CalWORKs, community service and work experience is a training activity.
3. **Job Placement Services.**
4. **Post-Employment Services:** After a CalWORKs recipient has been placed in one of the WtW Grant employment activities, listed above in 2 and 3, the recipient may also be assigned to a WtW Grant post-employment activity. WtW Grant post-employment activities include, but are not limited to, the following:
 - (a) Basic education;
 - (b) Occupational skills training;
 - (c) English as a second language; and
 - (d) Mentoring.
5. **Job Retention Services and Supportive Services:** These services may be provided after an individual has become a participant in the WtW Grant Program. These services may be provided with WtW Grant funds only if they are not otherwise available to the WtW Grant participant. Job retention and supportive services include, but are not limited to, the following:
 - (a) Transportation assistance;
 - (b) Substance abuse treatment (*as under CalWORKs, WtW Grant funds may not be used to provide medical treatment*);
 - (c) Child care assistance;
 - (d) Emergency or short term housing assistance; and
 - (e) Other supportive services (*e.g., ancillary expenses*).
6. **Individual development accounts (IDAs).** (*The WtW Grant funds may be used for WtW Grant participants' IDAs.*)
7. **Intake, assessment, eligibility determination, development of the individual CalWORKs welfare-to-work plan** (*individualized service strategy plans*) **and case management** may be incorporated in the design of any of the allowable activities listed above.

PRIVATE INDUSTRY COUNCILS' TELEPHONE NUMBERS

Name	Telephone Numbers
ALAMEDA COUNTY SERVICE DELIVERY AREA (Alameda County and the Cities of Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Piedmont, Pleasanton, San Leandro and Union City)*	(510) 670-5700
ANAHEIM CITY (Orange County)*	(714) 765-4342
BUTTE COUNTY	(530) 538-6798
CARSON/LOMITA/TORRANCE CONSORTIUM (Los Angeles County)*	(310) 518-8100
CONTRA COSTA COUNTY	(925) 646-5239
FOOTHILL EMPLOYMENT AND TRAINING CONSORTIUM (Cities of Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre and South Pasadena—Los Angeles County)*	(626) 744-4219
FRESNO CITY AND COUNTY CONSORTIUM	(209) 266-3742
GOLDEN SIERRA CONSORTIUM (Alpine, El Dorado, Nevada, Placer and Sierra Counties)	(530) 623-4695
HUMBOLT COUNTY	(707) 441-4600
IMPERIAL COUNTY	(760) 937-5000
KERN, INYO AND MONO COUNTIES CONSORTIUM	(805) 336-6849
KINGS COUNTY	(209) 582-9213
LONG BEACH CITY (Los Angeles County)*	(562) 570-3865
LOS ANGELES CITY (Los Angeles County)*	(323) 485-5018
LOS ANGELES COUNTY*	(323) 738-2617
MADERA COUNTY	(209) 637-7031
MARIN COUNTY	(415) 499-7845
MENDOCINO COUNTY	(707) 468-1196
MERCED COUNTY	(209) 385-73234 Ext 2003
MONTEREY COUNTY	(408) 755-3247
MOTHER LODE CONSORTIUM (Amador, Calaveras, Mariposa and Tuolumne Counties)	(208) 533-3396
NAPA COUNTY	(707) 253-4339
NORTEC (aka: Northern Rural Training and Employment Consortium—Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama and Trinity Counties)	(530) 872-5647
NORTHERN CENTRAL RURAL TRAINING AND EMPLOYMENT CONSORTIUM (aka: North..... Central Counties—Colusa, Glenn, Lake, Sutter and Yuba Counties)	(530) 822-7150
NOVA (aka: Northern Santa Clara Valley Job Training Consortium—Cupertino, Los Altos, Mountain View, Palo Alto, Santa Clara and Sunnyvale Cities—Santa Clara County)*	(408) 730-7643
OAKLAND CITY (Alameda County)*	(510) 891-9393
ORANGE COUNTY CONSORTIUM*	(714) 567-7370
RICHMOND CITY (Contra Costa County)*	(510) 307-8014
RIVERSIDE COUNTY	(909) 955-3100
SACRAMENTO CITY/COUNTY CONSORTIUM	(916) 263-3800
SAN BENITO COUNTY	(408) 637-9293
SAN BERNARDINO CITY (San Bernardino County)*	(909) 668-7881
SAN BERNARDINO COUNTY*	(909) 433-3335
SAN DIEGO CONSORTIUM AND PRIVATE INDUSTRY COUNCIL (San Diego County)	(619) 238-1445
SAN FRANCISCO CITY AND COUNTY	(415) 431-8700
SAN JOAQUIN COUNTY	(209) 468-3500
SAN LUIS OBISPO COUNTY	(805) 781-2200
SAN MATEO COUNTY	(650) 802-5171
SANTA ANA CITY (Orange County)*	(714) 565-2600
SANTA BARBARA COUNTY	(805) 739-8650
SANTA CLARA COUNTY*	(408) 433-8522
SANTA CRUZ COUNTY	(408) 454-4080
SELACO (aka: Southeast Los Angeles Consortium—Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood and Norwalk Cities—Los Angeles County)*	(562) 402-9336
SHASTA COUNTY	(530) 246-7911
SOLANO COUNTY	(707) 864-3370
SONOMA COUNTY	(707) 547-5550
SOUTH BAY CONSORTIUM (El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach and Redondo Beach Cities—Los Angeles County)*	(310) 412-5558
STANISLAUS COUNTY	(209) 558-2100
TULARE COUNTY	(209) 737-4248
VENTURA COUNTY	(805) 382-5200
VERDUGO CONSORTIUM (Burbank, Glendale, La Canada-Flintridge Cities—Los Angeles County)*	(818) 548-2053
YOLO COUNTY	(530) 661-2900

(*Multiple Service Delivery Areas—Alameda 2; Contra Costa 2; LA 8; Orange 3; San Bernardino 2; Santa Clara 2)

REGIONAL COLLABORATIVES

REGIONAL WORK FORCE PREPARATION AND ECONOMIC DEVELOPMENT ACT OF 1997

(Assembly Bill 1542, Chapter 270, Statutes of 1997)

Single Points of Contact

Regional Collaboratives	Name of Contact	Phone Number
The Humboldt County Workforce Development Partnership	Farrel Starr Executive Director Private Industry Council	(707) 441-4631
Los Angeles County Workforce Preparation and Economic Development Collaborative	Nancy Wagner Los Angeles County of Education	(562) 922-6663
Inland Empire Economic Investment Collaborative	Dr. Sandra Foster Riverside Community College	(909) 222-8053
Ventura County Regional Workforce and Economic Development Collaborative	Bruce Stenslie County Administrative Office	(805) 654-3664
Eastbay Works Collaborative	David Militzer Bay Area Partnership	(415) 772-4428
Northern San Joaquin Valley	Hazel Hill, Ed.D San Joaquin Delta College	(209) 954-5093

**DOL
25 PERCENT COMPETITIVE WtW GRANT AWARDS
TO CALIFORNIA
(Round 1 Awards)**

- 1. CHARO Alliance WtW**
Cynthia Flores, Executive Vice-President
4301 East Valley Blvd.
Los Angeles, California 90032
(323) 266-4326
Funding: \$3,999,650
- 2. Los Angeles County Private Industry Council**
Kenneth Kessler, Director, Employment and Training
Los Angeles County Community and Senior Services
3175 West Sixth Street
Los Angeles, California 90020
(323) 738-2620
Funding: \$3 million
- 3. Private Industry Council of San Francisco, Inc.**
Steve Arcelona, President
1650 Mission Street, Suite 300
San Francisco, CA 94103-2490
(415) 431-8700
Funding: \$4,189,231
- 4. The Cambodian Family**
Rifka Hirsch, Executive Director
111 E. Wakeham Avenue Street E
Santa Ana, California 92705
(714) 571-1966
Funding: \$1,216,167
- 5. City of Los Angeles Housing Authority**
Donald J. Smith, Executive Director
2600 Wilshire Blvd.
Los Angeles, California 90057
(323) 252-1810
Funding: \$5 million
- 6. Community Rehabilitation Industries and Goodwill Industries of Long Beach**
Becky Tschirgi, Executive Director
1500 East Anaheim Street
Long Beach, California 90813
(562) 591-0539
Funding: \$3,669,874
- 7. Merced County Community Action Agency**
Harry Dull, Executive Director
P. O. Box 2085 (561 W. 185h Street)
Merced, California 95344-0085
(209) 723-4565
Funding: \$1,879,120

8. **Oakland Private Industry Council**
 Evelyn Ashcroft, Director of Operations
 1212 Broadway, Suite 300
 Oakland, California 94612
 (510) 891-0668
 Funding: \$5 million

9. **Richmond Private Industry Council and Rubicon Programs**
 Isiah Turner, Deputy City Manager
 330 “25th” Street
 Richmond, California 94804
 (510) 307-8015
 Funding: \$3,271,577

10. **Riverside County Economic Development Agency/Workforce Development Board**
 Richard G. E. Galope, Asst. Program Manager/Access Project Manager
 1151 Spruce Street
 Riverside, California 92507
 (909) 275-3148
 Funding: \$4,450,000

MULTI-SITES

1. **Youth Build**
 Anne Wright
 58 Day Street
 Somerville, MA 02144
 (617) 623-9900
 Total National Funding: \$4,718,238
 Locations: Franklin County, OH; Wellston, MO; Sonoma County, CA; Bemidj, MN; Lower Yakima County, WA; Fort Berthold Indian Reservation, ND; Barbour/Randolph Counties, WV; St. Louis, MO; Atlanta, GA; and Washington, DC.

2. **CET WtW National Project**
 Antonio Sanchez, Director of Research, Planning and Fund Development
 701 Vine Street
 San Jose, California 95110
 (408) 534-5440
 Total National Funding: \$4,003,294
 Locations: CA, FL, IL, MD, NC, NV, NY, VA, TX

3. **Institute for Responsible Fatherhood and Family Revitalization**
 Charles A. Ballard, Founder and Chief Executive Officer
 1146 19th Street, NW Suite 800
 Washington, DC 20036
 (202) 293-4420
 Total National Funding: \$4,427,318
 Locations: Cleveland, OH; Nashville, TN; San Diego, CA; Washington, DC; Yonkers, NY; Milwaukee, WI.

**GOVERNOR'S 15 PERCENT WtW GRANT
SPECIAL PROJECT AWARDS
(Announced September 9, 1998)**

The following provides the grantee, location, and the maximum possible funding amount for each project:

<u>GRANTEE LOCATIONS</u>	<u>MAXIMUM GRANT AMOUNT</u>
AADAP, Inc. (City of Los Angeles)	\$ 785,280
Amador-Tuolumne Counties Community Action Agency (City of Jackson)	660,118
Chrysalis (City of Los Angeles)	1,095,436
Community Career Development, Inc. (City of Los Angeles)	1,570,560
Contra Costa Co. Social Service Department (City of Martinez)	784,031
El Dorado Co. Department of Social Services (City of Placerville)	942,415
Fresno Co. Economic Opportunities Commission (City of Fresno)	1,583,158
Goodwill Industries of Southern CA (City of Los Angeles)	1,005,168
Housing Authority of San Bernardino Co. (City of San Bernardino)	942,336
Human Resources Agency of Santa Cruz Co. (City of Santa Cruz)	785,280
Joint Efforts, Inc. (City of San Pedro, Los Angeles Co.)	785,280
Kern County (City of Bakersfield)	785,280
Labor's Community Services Agency (City of San Diego)	488,904
Learning Center of Tehama Co. (City of Red Bluff)	1,089,600
Mendocino County Department of Social Services (City of Ukiah)	728,650
NOVA (City of Sunnyvale, Santa Clara Co.)	866,244
Pacific Asian Consortium in Employment (City of Los Angeles)	785,280
Rubicon Programs, Inc. (City of Richmond, Contra Costa Co.)	664,893
Sacramento Co. Department of Human Assistance (City of Sacramento)	808,917
San Diego Housing Commission (City of San Diego)	1,439,057
San Joaquin County Private Industry Council (City of Stockton)	1,091,121
South Bay Center for Counseling (City of El Segundo, Los Angeles Co.)	783,709
Vietnamese Community of Orange Co. (City of Santa Ana)	954,129
Youth Employment Partnership, Inc. (City of Oakland, Alameda Co.)	1,575,154
TOTAL	\$23,000,000

**PRIVATE INDUSTRY COUNCILS' ALLOCATIONS FOR THE
FORMULA WtW GRANT PROGRAM FOR FFY 1998**

Private Industry Councils/Service Delivery Areas	Allocation
ALAMEDA CO. SVC. DELIVERY AREA	\$1,520,686
ANAHEIM CITY	1,189,382
BUTTE COUNTY	1,264,767
CARSON/LOMITA/TORRANCE CONSORTIUM	525,315
CONTRA COSTA COUNTY	1,114,932
FOOTHILL EMPLOYMENT AND TRAINING CONSORTIUM	1,248,269
FRESNO COUNTY	7,454,107
GOLDEN SIERRA CONSORTIUM	812,364
HUMBOLT COUNTY	698,513
IMPERIAL COUNTY	1,600,430
KERN/INYO/MONO COUNTIES CONSORTIUM	4,567,951
KINGS COUNTY	756,657
LONG BEACH CITY	3,792,464
LOS ANGELES CITY	32,080,060
LOS ANGELES COUNTY	22,153,146
MADERA COUNTY	759,106
MARIN COUNTY	185,201
MENDOCINO COUNTY	465,475
MERCED COUNTY	1,888,102
MONTEREY COUNTY	1,629,955
MOTHER LODE CONSORTIUM	443,480
NAPA COUNTY	209,898
NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM (NORTEC)	1,179,503
NORTHERN CENTRAL COUNTIES	1,620,726
NORTHERN SANTA CLARA VALLEY JOB TRAINING CONSORTIUM (NOVA)	340,448
OAKLAND CITY	3,013,624
ORANGE COUNTY	3,710,069
RICHMOND CITY	659,692
RIVERSIDE COUNTY	5,854,845
SACRAMENTO CITY AND COUNTY	6,387,277
SAN BENITO COUNTY	182,595
SAN BERNARDINO CITY	2,143,859
SAN BERNARDINO COUNTY	6,968,031
SAN DIEGO CONSORTIUM	11,837,010
SAN FRANCISCO CITY/COUNTY	2,367,832
SAN JOAQUIN COUNTY	3,455,691
SAN LUIS OBISPO COUNTY	628,217
SAN MATEO COUNTY	524,928
SANTA ANA CITY	2,357,717
SANTA BARBARA COUNTY	1,315,774
SANTA CLARA COUNTY	2,774,645
SANTA CRUZ COUNTY	872,717
SOUTHEAST LOS ANGELES COUNTY	1,414,751
SHASTA COUNTY	924,260
SOLANO COUNTY	986,910
SONOMA COUNTY	940,612
SOUTH BAY CONSORTIUM	2,136,470
STANISLAUS COUNTY	2,659,779
TULARE COUNTY	3,603,117
VENTURA COUNTY	1,818,111
VERDUGO CONSORTIUM	2,080,540
YOLO COUNTY	734,648
TOTAL:	\$161,854,660

**CWDs PARTICIPATING IN THE CDSS NCP EMPLOYMENT AND
TRAINING DEMONSTRATION PROJECT**

COUNTY	CWD DIRECTOR	NCP PROJECT COORDINATOR
Contra Costa	John Cullen (510) 313-1500	Joyce Lawrence Contra Costa Co. Social Services Department 40 Douglas Drive Martinez, California 94553 (925) 313-1633 FAX: (925) 313-1758 E-Mail: jlawrence@ssd.co.contra-costa.ca.us
Los Angeles	Lynn Bayer (562) 908-8400	Linda Jenkins Bureau of Family Support Operations L.A. Co. District Attorney's Office 5770 South Eastern Avenue Commerce, California 90040-2024 (213) 889-2950 FAX: (213) 887-9357 E-Mail: ljenkins@co.la.ca.us
Napa	Terry Longoria (707) 253-4279	Teresa Zimny Health & Human Services Department 2261 Elm Street Napa, California 94559 (707) 253-4697 FAX: (707) 253-4895 E-Mail: Tzimny@co.napa.ca.us
San Benito	Lee Collins (831) 637-5336	Kay Gibson/Mary Ortega San Benito Co. Health & Human Services Agency 1111 San Felipe Road, No. 206 Hollister, California 95023 (831) 636-0148 FAX: (831) 637-2910 E-Mail: kgibson@hollinct.com
San Francisco	Will Lightbourne (415) 557-6541	Hope Kamimoto S.F. Department of Human Services P. O. Box 7988, D100 San Francisco, California 94120 (415) 557-5742 FAX: (415) 431-9270 E-Mail: hope_kamimoto@ci.sf.ca.us
Santa Barbara	Charlene Chase (805) 681-4400	Karin Roser Family Support Division Santa Barbara Co. District Attorney's Office 4 East Carrillo Street Santa Barbara, California 93101 (805) 58-2343 FAX: (805) 568-2387 E-Mail: None
Santa Clara	Yolanda Lenier Rinaldo (408) 441-5100	Mary Murphy Santa Clara Co. District Attorney's Office 2645 Zanker Road San Jose, California 95134 (408) 922-1396 FAX: (408) 954-8352 E-Mail: scncp@yahoo.com